


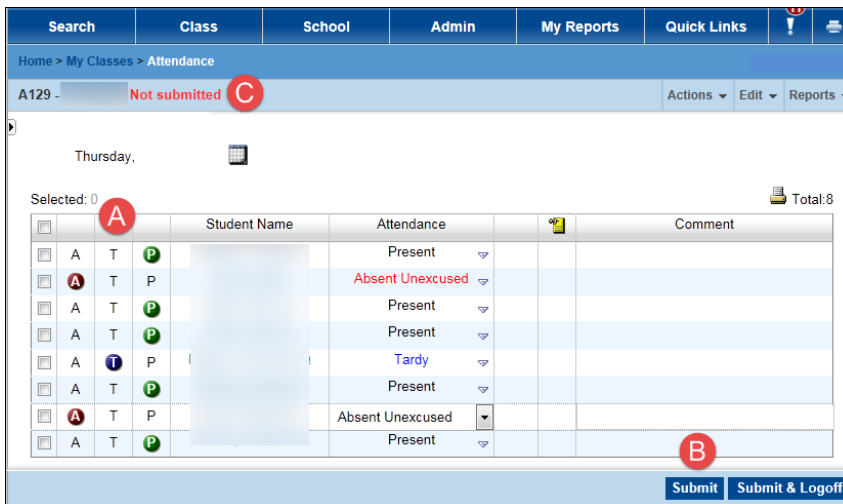


<b>Area of Concentration</b>	Evening School
<b>Source System(s)</b>	IMPACT Evening School 
<b>Data Discrepancy</b>	Evening Unsubmitted Attendance
<b>Definition</b>	<p>This metric identifies attendance bearing classes at the school that have not had student attendance submitted.</p> <p><b>Why is this important?</b> Evening School teachers are required to enter daily attendance in Evening School. School administrators should ensure attendance is current and accurate.</p>

**Mitigation/Resolution Process**

The following steps detail how teachers should enter attendance:

1. On the Teacher’s *My Classes* page, click the *Attendance* icon.
2. On the *Attendance* page, complete the following:
  - A. Use the radio buttons to mark students either “A” (Absent Unexcused) or “T” (Tardy), as needed. Default is Present (P); it is optional to enter comments.
  - B. Click *Submit*.
  - C. After clicking *Submit*, “*Not Submitted*” will change to “*Attendance Submitted*”.

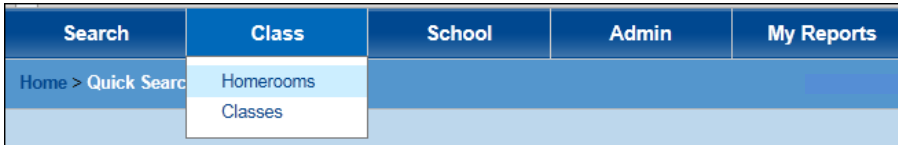


**Note:** After the *Submit* button has been clicked, teachers can no longer change/edit attendance. Any changes must be completed by staff with the Attendance Coordinator or Principal role.

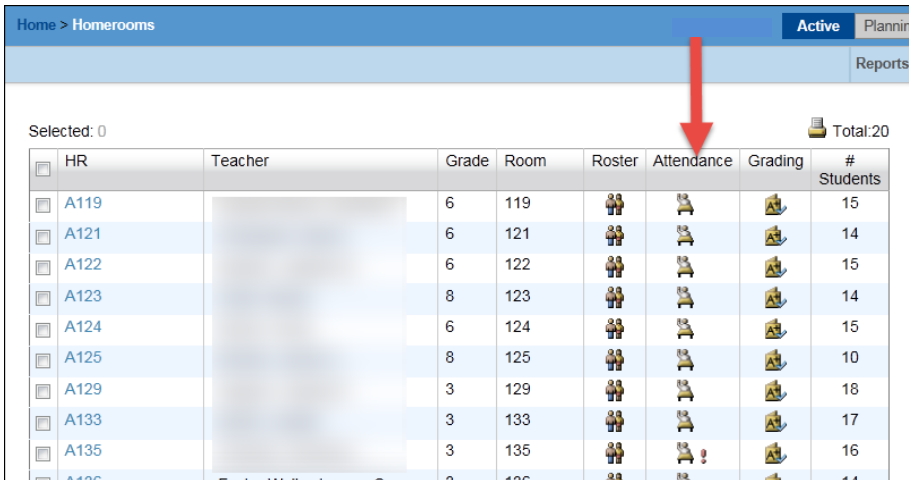


The following steps describe how to record attendance information using the Attendance Coordinator or Principal role:

- 1. On the Home Page, on the horizontal Menu bar, under Admin, click the Classes link.



- 2. on the Classes page, click the Attendance icon for the class [ ] in question.



- 3. On the Attendance page, update attendance as needed and click Save when completed.

**Note:** if submitting attendance on behalf of the teacher, check the Submit for teacher checkbox before clicking Save.

